

INCITS/L3 SUBGROUP MEMBERSHIP FORM

Submitted by:
(Print name.) _____

☐ Change in personal status (See reverse side of form for instructions)

☐ Change in personal info

☐ New Organization

☐ This person replaces:
(name) _____

in: ☐ INCITS/L3 ☐ INCITS/L3.1
☐ INCITS/L3.2 (check all that apply)

By my signature below, please be advised that my organization believes that it is materially and directly affected by the work of the INCITS/ Subgroup(s) noted below. It is my organization's intention to participate in the membership categories indicated below.

By selecting this membership category, my organization will fulfill all responsibilities as noted in "Section 4.2. Participation and Membership" of the *INCITS/SD-2, Organization, Rules and Procedures of INCITS/* (January 1995). This includes meeting attendance and the casting of ballots (when applicable) and the payment of all applicable membership and service fees. (The document is available at <http://www.INCITS.org>)

Name: Mr. Ms. Dr. _____

Organization: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____ Date: _____

Signature(s) _____

DB	REF
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NOTE: A Principal is entitled to name one Alternate at no extra fee. Additional Alternates are permitted but each additional alternate is subject to all membership and service fees. INCITS/L3, INCITS/L3.1 (for MPEG), and INCITS/L3.2 (for JBIG and JPEG) are related but separate groups. An organization may request membership in one, all, or any combination of these groups, with different individuals or the same individuals representing the organization in the various groups. Please complete the table below, showing the participation *of the person named above* on each subgroup. **Exactly one box must be checked in each column.** Changes in membership status are subject to the approval of your organization's Principal Member for each subgroup.

INCITS/L3	INCITS/L3.1	INCITS/L3.2
<input type="checkbox"/> Principal Member	<input type="checkbox"/> Principal Member	<input type="checkbox"/> Principal Member
<input type="checkbox"/> Primary Alternate	<input type="checkbox"/> Primary Alternate	<input type="checkbox"/> Primary Alternate
<input type="checkbox"/> Additional Alternate	<input type="checkbox"/> Additional Alternate	<input type="checkbox"/> Additional Alternate
<input type="checkbox"/> NO Membership	<input type="checkbox"/> NO Membership	<input type="checkbox"/> NO Membership

Please return this form to:

Coordinator, Membership Services

1250 Eye Street NW Suite 200 - Washington DC 20005-3922

Telephone: (202) 626-5741 FAX: (202) 638-4922

And also copy (FAX preferred):

Wo Chang, NIST(M/S-A216), 100 Bureau Drive, Bldg 225, Gaithersburg, MD 20899-8940

Telephone: 301-975-3439 FAX: 301-975-5287

e-mail: wchang@nist.gov

INSTRUCTIONS

Why This Form Is Necessary

INCITS/L3 is a Technical Committee (TC) of an ANSI Accredited Standards Committee **INCITS**, the National Committee for Information Technology Standards. INCITS/L3 has two Task Groups (TGs): INCITS/L3.1 and INCITS/L3.2. These are three completely separate organizational entities, and membership in one does not imply or require membership in any of the others.

Organizations (companies, educational institutions, government agencies, etc.) may become members of INCITS/L3 or its TGs. These organizations are of course represented by individual people, but it is important to remember that the individuals are not the members, but only the representatives of their respective organizations.

As a member, each organization gets only one vote, whether it is represented by only one person or by several individuals. An organization can have as many representatives as it chooses to support, but each representative must be registered with the INCITS Secretariat, and is subject to certain annual fees. The INCITS Secretariat needs the information provided by this form to maintain a list of member organizations and these organizations' individual representatives. The list maintained by the INCITS Secretariat is the final authority of membership/representation. However, in order for the TC and TGs to function, the INCITS/L3 International Representative (IR) must also maintain a database of member companies and their representatives, in order to produce mailing labels, delegation rosters, and attendance records. It is important for you to send a copy of this completed form to both offices, so that both the official list and the local information database stay consistent.

Each member organization must have a **Principal Member**, who is the primary point of contact between the organization and the TC or TG. The Principal Member (PM) has the responsibility of determining which (if any) other individuals from his organization may be appointed as additional representatives. (Yes, you're right, this person should be called the Principal Representative, but in this case history and common usage override logic.) The PM is responsible for determining how the organization will vote on letter ballots or on motions made in meetings. Additions, deletions, and re-assignments of individual representatives from the organization's membership require the approval of the PM.

How To Use This Form

Case 1. Your organization is already a member, and you are already named as a representative. To simply update your personal info (address, phones, email) simply check the second box, fill out the new information, sign and return. The matrix at the bottom of the form should be filled in as verification, but there should be no changes made. PM approval is not required.

Case 2. As in case 1, except that you also want to make a change in your membership status, adding yourself as an additional alternate on INCITS/L3.2. Check both of the first two boxes, fill out the rest of the information. The approval of the PM for INCITS/L3.2 is required before you return the form.

Case 3. Your organization is already a member of INCITS/L3 and both TGs, with 14 different individuals participating. You wish to add new persons to some TGs, drop some from other TGs, and cease all participation in one particular TG. Fill out a form for each individual involved, and fill out the matrix at the bottom to reflect the changes in status. If all individuals in a particular TG have "NO Membership" checked, your organization will have no representatives on that TG, and will cease to be a member of that TG. The approval of all PMs is required for each individual affected. In this case, it is not required to fill in the address block, just the name and organization.

Case 4. Your organization is not currently a member of a particular subgroup that you wish to join. Check the "New Organization" box at the top of the form and complete the rest of the information. You must check the "Principal Member" box at the bottom for the subgroup involved. Fill out additional forms as needed to name alternates, checking the "Change in Status" box.

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